

WHINBURGH & WESTFIELD PARISH COUNCIL

8 March 2018

Members of the public are invited to attend a Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 20 March 2018 at 7.30 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider** any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
4. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, ask questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda.
5. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 12 January 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [9 Minutes of 21 November 2017] **Walk guides.** *Dereham Walkers are Welcome* has now printed their walks booklets, and offered to supply 50 of each or alternatively to allow the Council to put a link on its website.
 - 6.2. [4.2] **Culvert under Dereham Road, Westfield.** Councillor Anema has met with the NCC Bridge Engineer, who has agreed to remove the incorrectly positioned sand bags and will make other repairs. No timescale has been given.
 - 6.3. [10] **Highway Surveyor's Land, Garvestone.** Councillor Anema has reported that the new gate is now in situ.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. MK Illumination (UK) Limited: *Marketing letter.*
 - 7.2. Norfolk County Council: *Norwich Western Link.*

- 7.3. Barclays Bank Plc: *Your Community Account statement* - 30 December 2017 - 31 January 2018.
- 7.4. Barclays Bank Plc: *Your Active Saver Account statement* - 30 December 2017 - 31 January 2018.
- 7.5. Norwich Norse Environmental Limited: *Helping you keep the trees on your land in a safe condition.*
- 7.6. Norfolk County Council: *Tip or skip? County Council urges DIYers to make waste part of their project plan.*
- 7.7. Norfolk Association of Local Councils: *GDPR toolkit and other National ALC related updates.*
- 7.8. National Association of Local Councils: *New Data Protection Laws - A GDPR Toolkit of local councils* - February 2018.
- 7.9. Norfolk County Council: *Dereham Network Improvement Strategy Scope.*
- 7.10. Lord Ashton of Hyde, Parliamentary Under Secretary of State, Department for Digital, Culture, Media & Sport: *Letter to Lord Marlesford attempting to clarify statement made concerning the Data Protection Bill that parish clerks "can also fulfil the role of data protection officer", saying that the Information Commissioner has advised that this would only be permissible where the duties of the clerk are compatible with those of the DPO and do not lead to a conflict of interest, which seems unlikely to be the case.*
- 7.11. *Clerks & Council Direct* - March 2018.
- 7.12. Breckland Council: *National Non Domestic Rate Demand 2018/19* - Amount due £0.00.
- 7.13. Barclays Bank Plc: *Your Active Saver Account statement* - 1-28 February 2018.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 8.1. **3PL/2017/1618/HOU: 2 Corner Cottage, Shop Street, Whinburgh.** Demolish existing conservatory & replace with a larger more permanent garden room. Planning permission dated 29 January 2018.
 - 8.2. **3PL/2017/1495/F: Wesley House, Dereham Road, Westfield.** Application for Erection of two new dwellings. Amended plans removing garages. **To note** that the Clerk has responded, "No objections to amended plans", under his delegated powers after consultation with Councillors.
 - 8.3. **3PL/2018/0186/HOU: Chapel Farm, Dereham Road, Whinburgh.** Application for Two storey rear extension. (Extension of response deadline until 22 March agreed.)
 - 8.4. **3PL/2018/0213/HOU: Springfield, Shop Street, Whinburgh.** Application to Erection of two bay cart lodge to provide undercover parking.
9. **To consider** asking Breckland Council to provide the Council with copies of all documents submitted with Planning Applications, as they promised to do in February 2016. Apparently, despite this promise, sometime around June 2017 they decided (without any consultation or even advice) to only send out copies of the plans and the application form.
10. **To consider** finding a Pavilion Manager to take over control of the bookings and opening/locking up as necessary as the Chairman no longer wishes to continue in this role.
11. **To receive** an update from Councillor Whiteley on possible funding for replacement of the Whinburgh Village Sign.
12. **To review** the Council's Financial Regulations.
13. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
14. **To review** the Risk Assessment.

15. **To carry out** the Annual Review of the system of internal control.
16. **To note** an email from Breckland Council's Democratic Team Leader, reminding all Parish Councillors of the importance of keeping their 'Disclosable Pecuniary Interests and Other Registrable Interests' form up to date as required by Sections 29 - 34 of the Localism Act 2011.
17. **Finance.**
 - 17.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £880.35 (salary for 1 January 2018 to 1 April 2018: £790.47; Mileage Allowance Payment for 12 December 2017 to 7 March 2018: £69.88; Telephone Allowance: £20.00).
 - 17.2. **To approve** payment of £27.10 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 12 December 2017 to 7 March 2018.
 - 17.3. **To note** that on 2 March 2018 BT collected £44.76 (£35.90 + £7.18 VAT) in settlement of invoice no. M013, for telephone & broadband services.
 - 17.4. **To approve** payment of £41.25 (£31.25 + £10.00 VAT) to Norfolk Association of Local Councils in part settlement of invoice no. 1413, being the cost of the Chairman and this parish's share of the cost of the Clerk attending the General Data Protection Regulation Awareness course on 20 February 2018.
 - 17.5. **To approve** payment of £13.75 to Norfolk Association of Local Councils in part settlement of invoice no. 1479, being this parish's share of the cost of the Clerk attending the Norfolk ALC Spring Conference on 6 March 2018.
 - 17.6. **To receive** the monthly Financial Report.
18. **To decide** on any matters for consideration at next meeting.
19. **To confirm** the date of the next meeting as Tuesday, 17 April 2018 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 17 April 2018	Tuesday, 14 August 2018	Tuesday, 11 December 2018
Tuesday, 15 May 2018	Tuesday, 18 September 2018	Tuesday, 15 January 2019
Tuesday, 19 June 2018	Tuesday, 16 October 2018	Tuesday, 19 February 2019
Tuesday, 17 July 2018	Tuesday, 13 November 2018	Tuesday, 19 March 2019

Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.